## **Preliminary Exploration**

#### Communication and Networking

Begin building a relationship with local school district to understand process, expectations and deadlines.

Contact the <u>State</u> <u>Department of Education</u> (SDE) for assitance with charter development.

Network with other charter schools.

#### Development and Processy need and support.

Identify the vision and mission.

Create a founders school

Begin marketing the idea. Draft a projected timeline.

Explore pre-charter federal grant through the SDE.

#### Training and Education

Become familiar with other charter school organizations - Idaho Charter School Network. School Boards Association and the Public Charter School Commission.

Attend required Charter Start workshop.

Become familiar with SDE website, especially the charter school site.

Required reading list.

Re-engage in the process of defining support and need for the school OR
Abandon the application

NO

Are resources, support, and need sufficient? Is the founding group prepared to commit the time and energy required for start-up?

## Step 1: Initial Draft of Charter Petition

#### Communication and Networking

Contact the SDE for procedures and <u>timelines</u> to submit your petition for a <u>Legal Sufficiency</u> Review.

Contact the school district for procedures and timelines for presenting petition to the school board.

Inform and educate prospective parents.

Contact someone with accounting skills to assist with budget.

# Development and Process

Assign tasks to founding board and develop a work plan for writing petition.

Develop a preliminary budget and explore precharter federal funding with the SDE.

Contact Real Estate professional and research facility options.

Apply for 501(c)3 - Non profit status. Research Albertsons Grant.

#### Training and Education

Attend required Charter Start workshop.

Research and review Charter School law requirements.

Research and review all state education requirements.

Required reading list.

Do you think you have a strong application?

YES

Re-engage in the process of editing and refinement OR Abandon the application

(Continues below)

## Step 2: Obtain Assistance/Feedback

#### Communication and Networking

Submit petition to SDE for <u>Legal Sufficiency</u> <u>Review</u>.

Contact the school district to schedule a presentation of petition at next board meeting.

Contact the <u>SDE</u> for technical support and assistance

Survey community regarding interest in school and program.

## Development and Process

Once the Legal Sufficiency Reivew has been completed and returned, circulate and edit.

Attend at least 2 PCSC public meetings to gain insight.

Research facilities further.

Apply for pre-charter CSP

#### Training and Education

Attend conferences and trainings from the SDE and/or ICSN.

Research and review program and school focus.

Seek expertise in areas of weakness.

Required reading list.

Re-engage in the process of incorporating feedback to create a complete package OR
Abandon the application

NO

Have you developed a complete and comprehensive petition? Have you appropriately incorporated feedback?

YES

## Step 3: Submit to the Authorizer

#### Communication and Networking

Present petition to School District Board.

Contact the <u>Public</u>
<u>Charter School</u>
<u>Commission</u> if the school district has referred petition.

Intiate contact with legal council

Develop school website.

#### Development and Process

Prepare for questions, interviews, editing and revisions

Rewrite petition if necessary to meet the authorizer's standards.

Plan marketing campaign.

Solidify facility plans.

Ensure student enrollment.

#### Training and Education

Review authorizer timelines and process.

Train potential board members through the ICSN and/or ISBA.

Required reading list.

Enter the process of appeal OR Abandon the application

#### APPROVED

DENIED

SECOND HEARING

## Step 4: Next Steps - Opening the School

#### Communication and Networking

Schedule follow up meeting with the SDE.

Contact SDE to apply for Federal CSP Grant.

Schedule Programmatic Audit with the <u>ICSN</u>.

#### Development and Process

Send letter of approval to the State Board of Education.

Send copy of Charter to SDE and authorizer.

Assign tasks to board as school prepares to open. Review New Charter School Checklist.

#### Training and Education

Plan to move your founding board to a functioning board.

Plan staff and board training activities for first year.

Attend SDE training in school finance, special education, Title Programs.

Attend Charter School Boot Camp Training. Required reading list.

Once a contract is signed with the authorizer,

the charter application process is complete.

Initiate changes or supply additional information OR Abandon the application